

## PROCESS FOR RESERVING PRACTICE FIELDS

**INITIAL** practice field requests **MUST** be made via email at [parkshop@fcgov.com](mailto:parkshop@fcgov.com) on the designated dates noted below.

*Field requests made after the initial date can be made by contacting the Parks Office at 970-221-6660.*

**TURF SPORTS** – Dates for Reserving Practice Fields: **Tuesday, March 9** (Mar 20 - July 31)

**DIAMOND SPORTS** – Dates for Reserving Practice Fields: **Thursday, March 11** (Mar 20 – July 31)

***PLEASE remember – Flexibility is Key!***  
***Front Office Staff will contact coach with any questions.***

*For fairness to all teams, Parks only schedules a **MAXIMUM of 2 practices per week**. The max may be dropped to 1 practice per week; depending on field availability. Additional practices in the week are drop-in only; therefore, having the confirmation with you is important. Coaches can call Parks Front Office at 970-221-6660 to check on field availability.*

- 1) Practice Field Requests will only be accepted via email at [parkshop@fcgov.com](mailto:parkshop@fcgov.com) on dates noted above for the specific sport **at 8:00am** with an attached **Practice Field Request Form**.

Any Practice Field Requests submitted prior to 8:00am on the designated date will be time-stamped as 9:00am, meaning they will be processed after all requests received in the 8:00am hour.

*Example: If a request is received at 7:59:59am it will be moved to the end of the list that exists at 9:00am whether that's 1 request or 50 requests.*

- 2) Any email received without the **Practice Field Request Form** attached will be emailed back to the coach to include the form and resubmit.
- 3) An individual email must be sent for each Team's Practice. Multiple request forms attached in one email will not be accepted.

*Example: If one coach has three teams, three emails should be sent – one per team.*

If more than one request is attached to a single email – one request will be processed and the others will go to the end of the list.

- 4) Practice Times are 1.5 hours in length.
- 5) Once the request has been entered into the reservation system by Front Office Staff:
  - a. The Front Office Staff will contact the Coach via phone (as provided on the **Practice Field Request Form**) confirming the requested dates/times.
  - b. Front Office Staff will collect payment via credit card.
    - i. If an Organization Director is paying for multiple practices, the Coach will inform the Front Office Staff and the Org Dir will be contacted after all requests have been entered and provide a total to be paid via Credit Card over the phone.
    - ii. If a check is necessary for payment, coach or director can come by the Front Office the next business day with payment.
  - c. Coach will be sent the field confirmation via email **after** payment has been received.